



## **Staff Association Board Meeting Minutes July 15, 2020**

In attendance: Jon Gibb, Sheila Cannon, Riley McMullin, Deb Millet, Megan Church, Tiffany Draper, Allie White, Rose Hill, Chris Gifford, Kristie Davis, and Wendi Bulkley.

### **Welcome (Jon Gibb)**

Jon welcomed everyone in attendance.

- He mentioned that the following are our goals for staff in 2020-2021.
  - Help staff gain knowledge about their positions and issues on campus
  - Train staff to become proficient in their positions
  - Help staff excel at high levels

We can use these goals for professional development and director trainings.

He reminded the board members about their red polo shirts. If you do not have one, please let him know your size. Also, please get a head shot photo taken before with your red shirt before fall for our web page.

Jon mentioned that it is with great sadness that Tiffany and Cameron Draper will be leaving DSU to move to Virginia. Tiffany has accepted a position teaching English at a high school. She thanked everyone on the board for their support over the last two years. Our board members can nominate a new person to fulfill Tiffany's responsibilities as past president. After some discussion, the board unanimously nominated Ali Threet to fill this position for 2020-2021. Jon will meet with Ali.

### **Treasurer/Budget Report (Kristie Davis)**

Kristie mentioned that Roberta provided training to her regarding budgets and scholarships. She will update our budget spreadsheet each month and email a copy to everyone prior to our meeting.

### **Communications Officer Update/Report/Website (Allie White)**

Jon provided the following Information for Allie to assist with her responsibilities.

- Update the board members and head shots on our web page
- List committee assignments underneath the board members on our web page

- Per a request for Travis Rosenberg, keep the NeoGov Portal page updated for new employees
- Once the dates are finalized, update our events on the web page
- Post Staff Association minutes on the web page
- Jon and Allie need to gain access to staff emails

**Committee Reports/Assignment/Updates**

Jon asked the committee chairs to get all of their committee members chosen as soon as possible. He suggested asking those individuals who did not win a staff election to serve on a committee or they can keep past committee members.

Human Resources will provide someone from their office to serve on each committee; please contact them for that information before August 1.

**Scholarship (treasurer, Kristie Davis & Brooks Burr)**

Kristie reported that two staff members would receive a scholarship for fall. She will let us know who they are.

Someone asked Jon about full-time staff being eligible for our scholarships when pursuing a master degree. After some discussion, the board felt that we should know how much funding is required because we could be limited with the amount that we can provide, and we do not know if staff would be willing to donate to this endeavor. This might be more applicable to staff development through Human Resources, administration or their department. Jon stated that he would look into this before responding to the question.

**Welcome & Staff Mentoring (Chris Gifford & Megan Church)**

Chris reported that this is going well. We lost a few employees this year and recently hired five more. His committee works closely with Human Resources, and the Market donates mugs to the employees. He would like to look into getting a voucher for an athletic event too.

**Events (Chewi Lockhart & Wendi Bulkley)**

Jon will visit with Chewi to check on dates for events. Once event that we could help with is the Welcome Back Barbeque on August 17. Kristie mentioned getting a scholarship booth for SA.

Regarding our fall staff opening social, everyone felt that we should move forward with it as planned unless we get the COVID red light to stop. The board felt that it should be outside with social distancing and masks. Games and food, lunch or snacks, would be fun.

**Awards & Recognition (Deb Millet & Sheila Cannon)**

Deb plans to hand out the Staff Rising Star of the Year and Staff of the Year Awards at our opening social, unless we need to postpone this event and then we need to think of some other

way to present them. The plaques are ready to go. We would like to give a cash award if possible because the faculty does so. Someone thought that handing out gift cards or money was against policy; therefore, Megan will check on it. Tiffany stated that she has some information that she can send to Megan. Once we find out, Kristie should add a line item to the budget spreadsheet for monetary awards.

We discussed the process for recognizing departments on campus and thought that maybe we should do this with our semester awards rather than monthly.

Deb sent everyone a copy of the new award nomination form. The board unanimously approved the form.

### **Legislative (Riley McMullin)**

Riley mentioned that he would not need a committee to assist him with his duties. He met with Henry Walton regarding our 2020-2021 fiscal year budget. He stated that we would see a budget decrease of 2.5% across the board, which affects all departments on campus. Administration is hoping to offset this with enrollment growth in the fall. Employees would not see a cost of living increase for this year. The board asked Riley to invite Henry to attend our board meeting in January to discuss upcoming legislative issues.

He stated that there is a new development program being developed, which is funded through the CARE Act, to education mostly faculty.

The USHE and UTECH boards combined into the Utah Education Board.

Jon felt that Riley should be attending their UHESA meetings and he will look into that.

### **Health & Wellness (Anilee Bundy & Wendi Bulkley)**

Jon stated that he would follow up with Anilee and Wendi to see what their plans are. Rose suggested having more events relating to mental health issues. Health and wellness is included in the strategic plan.

### **Professional Development (Megan Church & Sheila Cannon)**

Megan mentioned that her committee wants to change the days from Tuesday to Thursday. She was thinking about holding an event once a month based on participation. Jon mentioned that last year he moved it to twice a semester based on participation, which is to think about. She mentioned that providing refreshments might be an incentive to get staff to participate. Megan will start working on the dates for posting on our web page.

### **Service (Allie White)**

Allie felt that we should join other organizations on campus for staff support. The board provided the names of people that she could contact on campus to see what they are planning for the year. They suggested Tasha Toy, Anilee Bundy, Karyn Wright, and Megan Church.

### **Dixie Development Day (propose Ali Threet)**

Jon stated that he would meet with Ali Threet to see if she is willing to take on this responsibility again. He thought that she could continue with her plans for this past May.

### **Compensation (Jon Gibb)**

Jon mentioned the following information relating to compensation.

- He plans to look into the possibility of flexible work hours for staff. Many employees have school age children and with challenges at school, this might affect their work schedules.
- Improve avenues for employees and community members to find their way around campus with signs, etc.
- He plans to explore the possibility of annual unused vacation payout options for staff. The strategic plan addresses vacation pay.

### **Policy Steering (Jon Gibb)**

Jon will take over this responsibility for Tiffany.

### **Information/Action Items**

- The board unanimously approved the board meeting minutes from June. We will post them on our web page.
- Jon wants to move our September board meeting to Thursday, the 17<sup>th</sup>, at 9 am so that he can invite Provost Lacourse to visit with us about the strategic plan.
- Jon wants everyone to have fun serving on the board. Please let him know if you want to visit about anything on campus.

### **University Updates**

- Continue to check our website for COVID information
- Our budget is very secure and doing well
- We are meeting the benchmarks for enrollment this summer and fall
- There are some challenges with the proposal to change the name of DSU. Apparently, Dick's Sporting Goods will not sell any goods to any organization with Dixie in the name. Past pictures and events at DSU are what is driving this. Local residents feel strongly about the Dixie spirit, what the name means to them, and want DSU to grow. The name change lies with our legislators, not our institution. We are trying to be empathetic to all sides and want the community to know that we support them. Henry Walton is a

good point of contact for staff concerns and questions; however, we need to be very careful and tread lightly on this issue.

**Our next board meeting is on Wednesday, August 19 at 9 am and will be virtual through Microsoft Teams.**

- Jon will invite Paul Morris to attend this meeting to review this year's business plan, namely facility operations/plans and the overall budget for funding projects. Please plan to come with a list of questions to ask him.
- In November, he will invite Jason Boothe to discuss athletics.

**Upcoming Events for 2020-2021**

- Opening Social – TBD
- Breakfast with President – TBD
- Director's Training – TBD
- Faculty/Staff Appreciation Luncheon – TBD
- The Great Race – TBD
- Rock the Mall – TBD
- Dixie Development Day – TBD
- Closing Staff Social – TBD
- Professional Development – TBD
- Health and Wellness Activities - TBD